



**HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
AGENDA**

**TUESDAY**

**JANUARY 22, 2019**

**7:00 P.M.**

**A. PLEDGE OF ALLEGIANCE**

**B. CONSENT AGENDA**

**1. SIGNATURES**

**2. SECRETARY'S REPORTS**

a. January 7, 2019

**3. COMMUNICATIONS**

**4. REPORTS**

- a. Finance Committee Minutes – 12/03/2018
- b. Infrastructure Committee Minutes – None
- c. Planning & Development Committee Minutes – None
- d. Services Committee Minutes – 11/18/2018

**C. PUBLIC COMMENTS**

**D. POLICY AGENDA**

**1. NEWS, PRESENTATIONS & AWARDS**

**2. PUBLIC HEARINGS**

**3. NOMINATIONS – APPOINTMENTS – ELECTIONS**

**4. UNFINISHED BUSINESS**

**5. NEW BUSINESS**

- a. Council review and *approval* of FY19 Service Charges – *referral from Finance & Administration Committee*

**NOTE: The Council will take a 5-minute recess at 8:00 pm.**

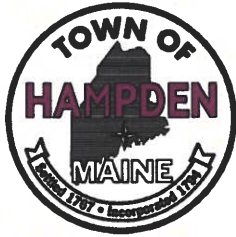
- b. Council ratification of the affirmative vote on February 5, 2018 for the approval of a poverty abatement – *referral from Finance & Administration Committee*
- c. Council referral to public hearing the proposed Disbursement Warrant Ordinance – *referral from Finance & Administration*
- d. Council consideration of a request for an application fee waiver for Colonial Heights final subdivision plan – *referral from Finance & Administration*

E. COMMITTEE REPORTS

F. MANAGER'S REPORT

G. COUNCILORS' COMMENTS

H. ADJOURNMENT



HAMPDEN TOWN COUNCIL  
HAMPDEN MUNICIPAL BUILDING  
MINUTES

MONDAY

JANUARY 7, 2019

7:00 P.M.

*Attending:*

*Councilor-Elect McPike  
Councilor-Elect Wright  
Councilor-Elect Jarvi  
Councilor McAvoy  
Councilor Wilde  
Councilor Marble  
Councilor Ryder*

*Town Manager Jim Chandler  
Town Clerk Paula Scott  
Attorney Ed Bearor  
Rec Director Shelley Abbott  
Jayne Jarvi  
Bruce Jarvi  
Mark Cormier  
Betty Harris  
Steve Brown  
Storie Brown*

*Attorney Bearor called the meeting to order at 7:00 p.m.*

**A. PLEDGE OF ALLEGIANCE** – *Attorney Bearor led the Pledge of Allegiance*

**B. COUNCIL REORGANIZATION**

**1. OATH OF OFFICE FOR COUNCILORS-ELECT** – *Administered by Town Clerk, Paula Scott in accordance with Sec. 209, Town Charter* – The Town Clerk administered the oath of office for all newly elected Councilors.

**2. COUNCIL ELECTION OF MAYOR** – *Presided over by Town Attorney, Ed Bearor in accordance with Sec. 204, Town Charter* – Attorney Bearor called for nominations for Mayor. Councilor Ryder nominated Councilor McPike, seconded by Councilor Marble. There were no other nominations. Attorney Bearor asked for a show of hands. Councilors McPike, McAvoy, Jarvi, Wright, Marble and Ryder voted in favor. Councilor Wilde voted in opposition. Motion carries.

*Resolution 2019-01*

**3. ELECTION OF DEPUTY MAYOR** – *Presided over by the newly elected Mayor in accordance with Sec. 204, Town Charter* – Mayor McPike called for nominations for Deputy Mayor. Councilor Wright nominated Councilor Ryder. There were no other nominations and it was brought to vote. Unanimous, 7-0.

*Resolution 2019-02*

**NOTE:** The Council will take a 5-minute recess at 8:00 pm.

.....  
MONDAY

JANUARY 7, 2019

7:00 P.M.

MINUTES  
.....

- C. **CONSENT AGENDA** – *Councilor Marble made a motion, seconded by Councilor McAvoy to approve the consent agenda. Unanimous, 7-0.*

*Resolution 2019-03*

**1. SIGNATURES**

**2. SECRETARY’S REPORTS**

- a. **December 17th, 2018 Council Meeting Minutes**

**3. COMMUNICATIONS**

- a. **Correspondence from MMA highlighting financial position at end of fiscal year**
- b. **Letter of support for a library grant through the Rose and Samuel Rudman Library Trust**

**4. REPORTS**

- a. **Finance Committee Minutes – December 3<sup>rd</sup>, 2018**
- b. **Infrastructure Committee Minutes – October 22<sup>nd</sup>, 2018**
- c. **Planning & Development Committee Minutes – none**
- d. **Services Committee Minutes – none**

- D. **PUBLIC COMMENTS** – *None*

E. **POLICY AGENDA**

**1. NEWS, PRESENTATIONS & AWARDS –**

- a. **Year in review – a summary presentation of the priorities and accomplishments of 2018 and known and potential work plan and priorities for 2019– presented by Town Manager Jim Chandler – Manager Chandler recapped activities and accomplishments of 2018 and presented priorities for 2019. Attached as Exhibit 1.**

**2. PUBLIC HEARINGS - None**

**3. NOMINATIONS – APPOINTMENTS – ELECTIONS – None**

**4. OLD BUSINESS - None**

**5. NEW BUSINESS**

- a. **Committee assignments – In accordance with Sec. 16 of Town Council rules** – Mayor McPike will review committee request sheets and assign committee compositions.

**F. COMMITTEE REPORTS - None**

**G. MANAGER'S REPORT** – Reported that the RSU 22 budget process is beginning on Tuesday, January 22<sup>nd</sup> at 4:00 p.m. He will be in attendance.

**H. COUNCILORS' COMMENTS**

*Councilor Ryder – Informed the public that there will be a lot of projects in the upcoming months and to please bear with the town and take it in stride. He stated that it will be worth it. He reported that one of the Council priorities for 2019 is Transfer Station operations and that public input is needed.*

*Councilor Wright – Wished everyone a Happy New Year and thanked everyone for their support for her as a Councilor*

*Councilor Marble – Welcomed the incoming Councilors and thanked the Town Manager for compiling the task list.*

*Councilor Wilde – No comment*

*Councilor Jarvi – Wished everyone a Happy New Year. He stated that he is excited to work with his fellow Councilors and considers it an honor and a privilege to serve the Town.*

*Councilor McAvoy – Stated that he is looking forward to the year ahead. He reminded everyone to shop local and buy American. He wished the Town good night.*

*Mayor McPike – Thanked fellow Councilors for once again electing him as Mayor.*

**I. ADJOURNMENT** – With no further business, the meeting adjourned at 7:20 p.m.

*Respectfully Submitted,*



Paula A. Scott, CCM  
Town Clerk



## Exhibit A

### MEMORANDUM

106 Western Avenue  
Hampden, Maine 04444  
Office: 207-862-3034  
Facsimile: 207-862-5067

TO: Town Council  
FROM: Jim Chandler, Town Manager *JNC*  
DATE: January 7, 2019  
RE: Manager's Year-in-Review of 2018 Activities & Select 2019 Goals and Priorities

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Please find below highlights of 2018 activities; and a brief outline of goals and priorities for 2019.

#### Summary of 2018 Activities & Accomplishments

##### **Internal & Staff**

- Municipal Building safety project completed to eliminate mold and begin efforts to improve the efficiency of our record keeping and vital records storage efforts
- Bureau of Labor Standards – June's Surprise Safety Inspection
  - Pool & Police Departments identified as exemplary
  - Training and Record-Keeping updated to achieve a 90% Citation Abatement
- New Deputy Treasurer, Sherry Murray, began working with Tammy in October and has already brought tremendous value-added to our Finance Team
- Promotion of Paula Scott from Clerk to a new position of Assistant Town Manager/Clerk, where she is providing positive energy and leadership in our Administration Department
- Public Safety Lifesaving Awards
  - Two separate incidents where our Fire-Fighter/Paramedics rendered assistance to critically ill or injured patients where death would have occurred without immediate aid that saved their lives:
    - FF Oliver Bianchi
    - FF/Paramedic Myles Block
    - Lt. Matthew St. Pierre
    - FF/Paramedic Christopher Liepold
    - Lt. Jason Lundstrom
    - FF/Paramedic Matthew Thomas
    - FF/Paramedic Shaun McNally
- Mid-year Town Manager transition
  - Building on strengths and identifying/implementing changes to financial practices
  - Addressing personnel and organizational development opportunities

##### **Community & Infrastructure**

- Tradewinds Fuel & Deli opened within the Coldbrook Corners TIF District
- Community & Civic Organizations' Services to our Community
  - Kiwanis Club's Civic Center
  - Boy Scout Troop 41
  - Hampden Academy Key Club
  - VFW Hall & Ballfields
- Town Center Planning Project – solicited public input from citizen, business and community leaders on their vision for a Hampden Town Center
  - Pedestrian Mobility, Streetscaping & Building Aesthetics, and Access to Public Recreation, Trails and Cultural Facilities were citizen priorities

- Western Avenue Stormwater & Recreational Field Access – Restarted the Permitting Process
  - Awarded contract to Plymouth Engineering to complete Planning/Engineering/Design and Maine DEP Site Location of Development (SLOD) permit process
- Road Paving – Eleven Town Roads were paved, including: Perry, Coolidge, Wheelden, Sidney Blvd, Wilbur, Main Trail, Library, Northern and Stetson Drive
- New Salt Shed storage building constructed at DPW and put in use for this winter season
- Submitted a comprehensive reimbursement request to FEMA for Oct 2017 wind storm damages
- Installed Solar-powered pedestrian crosswalks on Main Road North to facilitate safer mobility for citizens, particularly the kids walking between the Skehan Rec Center and RSU-22 Campus

### **Outline of 2019 Goals & Priorities**

#### **Internal & Staff**

- Begin Recruitment Process for a new Public Safety Director, Joe Rogers is retiring after 32 years
- Complete the reorganization of both Code Enforcement & Building and Land Services
  - Move Code Enforcement administrative support to Public Safety to achieve better customer service
  - Proactively review best practices to improve the Town's Economic Development efforts
    - Promote better customer service
    - Achieve increased opportunities for economic diversity and growth
- Pursue SHAPE Community Status with BLS to certify as an Example Municipal Community for Safety in the Workplace

#### **Community & Infrastructure**

- Route 1A-Main Road North Reconstruction – In 2018 the Town renegotiated the Tri-Party Funding Agreement MDOT/BACTS Route 1A Road Reconstruction, Grist Mill Bridge Replacement
  - Town of Hampden/BACTS/Maine DOT regional project
  - Construction is expected to begin this Spring-Summer
- Construct a new fire suppression water main along Route 202 to support increased economic development in Eastern Hampden – Partnering with the Hampden Water District
- Western Avenue Stormwater & Recreational Field Access – Begin Implementation, subject to funding approvals
  - Receive and approve concept designs and engineering plans necessary of obtaining the State-required environmental permitting needed
  - Proceed with construction of stormwater facilities and additional parking area(s) for improving the usefulness of existing athletic fields behind the Lura Hoit Pool
- Sawyer and Manning Mill bridge repairs – through use of approved referendum funds
- Construct several major sewer main projects on Main Road North & Western Avenue
- Design and Reconstruct the Signalized Intersection at Main Road North & Western Avenue
- Four-Mile Square area – complete missing sidewalk (Maine DOT funded project)
- 40<sup>th</sup> Annual Children's Day Festival and Parade in August
- Town Center Planning Project – Receive Consultant's Final Report
  - Begin revising Town Ordinances and Zoning District boundaries
  - Evaluation of eligible Tax Increment Financing (TIF) district boundaries
  - Evaluate potential Community Improvement Projects (CIP) for funding alternatives
- Continue to promote economic development in Hampden's Four TIF Districts

## Town of Hampden

### FINANCE & ADMINISTRATION COMMITTEE MEETING

Monday December 3, 2018

6:00 P.M.

Hampden Town Office

### MINUTES

*Attending:*

*Chairman McAvoy*

*Mayor McPike*

*Councilor Cormier*

*Councilor Marble*

*Councilor Wright*

*Councilor Ryder*

*Town Manager Jim Chandler*

*Town Clerk Paula Scott*

*Eric Jarvi*

*Gerry Ouellette*

1. Approval of Minutes
  - a. November 19<sup>th</sup>, 2018 – *Councilor Marble made a motion, seconded by Councilor Wright to approve the Nov. 19<sup>th</sup> minutes. Unanimous, 6-0.*
2. Review & Sign Warrants – *Committee members reviewed and signed the disbursement warrants.*
3. Unfinished Business
  - a. Council rules review – *standing item – Committee members discussed Article 4.5 and 4.6.*
4. New Business
  - a. Recommendation to Council regarding re-appointment of Gerry Ouellette to the Personnel Appeals Board – *Councilor Marble made a motion, seconded by Councilor Ryder, to recommend Council re-appoint Gerry Ouellette to the Personnel Appeals Board. Unanimous, 6-0. Councilor Marble thanked him for his service.*
  - b. Recommend Council authorization for the expenditure of \$1,152 from Matching Grant Reserve account (3-780-00) for the Town's share of the MMA Safety Enhancement Grant – *requested by Lt. Lundstrom – Mayor McPike made a motion, seconded by Councilor Ryder, to recommend authorization for \$1,152 from the Matching Grant Reserve account for the Town's share of the Safety Enhancement Grant. Unanimous, 6-0.*
  - c. Recommend Council adoption of Order 2018-04 Establishing Procedures for the Receipt of Gifts, Donations and Funds from Outside Sources – *pursuant to MRSA 30-A § 5652-5655 – Councilor Wright made a motion,*



## Town of Hampden

*seconded by Councilor Ryder, to recommend adoption of Order 2018-04. Unanimous, 6-0.*

- d. Recommend Council acceptance of \$250 donation from the Hampden Cub Scouts Pack 41 to the Recreation Reserve account (3-767-00) – requested by Rec Director Shelley Abbott – Mayor McPike made a motion, seconded by Councilor Marble, to recommend acceptance of the gift of \$250 from Cub Scout Pack 41 for the Recreation Reserve account. Unanimous, 6-0.
  - e. Recommend Council acceptance of \$966.00 in forfeiture from State v. Rike Guerrier to the police equipment replacement account (05-01-20-01) – requested by Chief Rogers - Councilor Marble made a motion, seconded by Councilor Ryder, to recommend Council acceptance of \$966 in forfeiture from the above referenced court action for the police equipment replacement account. Unanimous, 6-0.
  - f. Recommend Council abatement for uncollectable taxes – requested by Barbara Geaghan, Tax Collector Barbara Geaghan – Councilor Marble made a motion, seconded by Councilor Wright, to recommend Council abate the uncollectable taxes for a demolished mobile home. Unanimous, 6-0.
  - g. Review of BLS Penalty Decision – Manager Chandler reported on the status of the BLS penalty decision and the reduction of fines.
5. Manager's Items – Manager Chandler outlined a request to the Council/Committee for office closure on Dec. 20<sup>th</sup> from 11:30 – 1:30 for the employee Christmas party, all day closure on Dec. 24<sup>th</sup> and closure at 3:00 on Dec. 31<sup>st</sup>. Unanimous consent.
6. Public Comment - None
7. Committee Member Comments - None
8. Adjournment – With no other business to conduct, Chairman McAvoy adjourned the meeting at 6:55 p.m.

Respectfully Submitted,



Paula A. Scott, CCM  
Town Clerk

## SERVICES COMMITTEE MEETING

Monday, November 13, 2018

6:00 pm

HAMPDEN TOWN OFFICE

### MINUTES

*Attending:*

*Chairman Marble  
Councilor McAvoy  
Councilor Ryder  
Councilor McPike  
Councilor Wilde  
Councilor Cormier*

*Town Manager Jim Chandler*

#### 1. MINUTES

- a. **October 9, 2018** – *Councilor McAvoy made a motion, seconded by Councilor Ryder to accept the minutes as written. Unanimous vote in favor, 6-0.*

#### 2. COMMITTEE APPLICATIONS & CITIZEN INITIATIVES –

- a. Vafiades Landing – request for consideration of support for the private acquisition efforts (supporting documentation attached) at the request of citizen Chris Packard  
Chris Packard spoke about the support from the Committee and the Town on acquisition by the Land Trust of the Vafiades Boat Landing. The letter supporting the efforts will be edited and circulated to the Committee Member and Staff for review.
- b. Committee Applications & Appointments – Staff request
  - Four Applications Attached for Review and Appointment Consideration
  - Referred to Finance.

#### 3. UNFINISHED BUSINESS– *None*

#### 4. NEW BUSINESS - *None*

#### 5. STAFF UPDATES & MANAGER ITEMS

- a. **MRC/Fiberight – Staff Discussion**  
Recommended to P & D Committee.

- b. Western Avenue Municipal Properties Stormwater Permitting – Progress Update from Manager**
- c. Transfer Station discussion, referral to the infrastructure Committee – Manager and Staff Request**
- d. Update on Skehan Center Maintenance Concerns & Winter Operations - Manager**

**6. PUBLIC COMMENTS**

**7. COMMITTEE MEMBER COMMENTS**

**8. ADJOURN**

*With no further business, the meeting adjourned  
Respectfully submitted, Rosemary Bezanson*

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-4500  
Fax: (207) 862-5067

To: Jim Chandler, Town Manager and Council Members  
From: Kelly J. Karter, Town Assessor *KJK*  
RE: Service Charge Accounts  
Date: January 22, 2019

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As you know, annually, I calculate the Service Charges that are assessed to residential property that is exempt from taxation, but receiving rental income. The Housing Foundation has filed its' financial documents and I have calculated the full amount of their service charge and noted the amount due after those adjustments. One entity, EMMC, renting their facility to Spurwink School will not be billed this year per our attorney's advice. We need to update our current ordinance before we address this issue again.

As a reminder, these Service Charges are levied by the Municipal Officers per Section 5 of the Service Charge Ordinance. The assessor's function is the mathematical calculation of that charge.

The Service Charges are as follows:

The Housing Foundation:	\$ 7,133.00 (see adjustment)
Penquis Mental Health	\$ 2,324.06
OHI George Street	\$ 2,531.84
OHI Patterson Road	\$ 1,938.78
New Communities Inc.	\$ 6,286.94
Community Housing of Maine	\$ 2,513.95
<b>TOTAL</b>	<b>\$22,728.54</b>

TOWN OF HAMPDEN

SERVICE CHARGE ORDINANCE

Sec. 1. Authority. This Ordinance is enacted pursuant to 30-A M.R.S.A. § 3001 and 36 M.R.S.A. § 652(1)(L).

Sec. 2. Purpose. The purpose of this Ordinance is to establish an annual service charge to recover the cost of providing municipal services, other than education and general assistance, to owners and/or occupants of certain institutional and organizational real property which is otherwise exempt from state or municipal taxation.

Sec. 3. Creation of Service Charge. An annual service charge is hereby established, effective with the municipal fiscal year commencing on July 1, 1992. The service charge shall be levied by the municipal officers against all residential property owned by an organization or institution if the property is otherwise totally exempt from property taxation and is used to provide rental income. The service charge shall not apply to student housing or parsonages.

Sec. 4. Calculation of Service Charge. The service charge shall be calculated according to the actual cost of providing municipal services to the property in question and the persons who use that property. Municipal services shall include, without limitation, the following: fire protection, police protection, road maintenance and construction, traffic control, snow and ice removal, sewer service, sanitation services, and any other services. For the purpose of this Ordinance, municipal services shall not include education and general assistance. The service charge for each property shall be determined in accordance with the following formula:

$$\frac{B}{V} \times JV = SC$$

where:

B = Budget for the current fiscal year for municipal services, except education and general assistance

V = Total taxable valuation of municipality for the current fiscal year

JV = Just Value of property in question

SC = Service Charge of property in question.

The Assessor shall provide the municipal officers with the following information at the time of the annual tax commitment: (1) list of property to which a service charge is applicable under this ordinance, (2) total taxable valuation of the municipality for the current fiscal year, and (3) the just value of the properties in question. The Town Manager shall provide the municipal officers with the amount of the budget for municipal services for the current fiscal year, along with a proposed service charge for each property based on the foregoing formula.

Sec. 5. Levy of Service Charge. The municipal officers shall levy the annual service charge on the tax exempt property subject to a service charge under this Ordinance, and shall establish a due date for payment of the same. The Treasurer shall send a statement to every affected property owner setting forth the amount of the service charge levied on the subject property.

Sec. 6. Limitation on Service Charges. The total service charges levied by the municipal officers under this Ordinance against any institution or organization shall not exceed 2% of the gross annual revenues of that institution or organization. Provided, however, that in order to qualify for the foregoing limitation, the institution or organization shall file with the municipal officers an audit of the revenues of the institution or organization for its last fiscal year which ended immediately prior to the municipal fiscal year for which the service charge was levied. The municipal officers shall abate the service charge amount that is in excess of 2% of the gross annual revenues.

Sec. 7. Collection. Unpaid service charges shall be collected in any manner available to the municipality, including, without limitation, the procedure provided in 38 M.R.S.A. § 1208, as may be amended from time to time.

Sec. 8. Use of Revenues. Revenues accrued from service charges shall be used, as much as possible, to fund the cost of providing the municipal services which were considered in calculating the service charges.

Sec. 9. Appeals. Any institution or organization may challenge the decision of the municipal officers to levy a particular service charge or the amount of a particular service charge by filing an appeal with the Board of Assessment Review. Such appeals shall be filed in writing with the Town Clerk within 60 days of the date on which notice is provided to the institution or organization by the Treasurer under Sec. 5 above indicating the amount of the service charge levied by the municipal officers. The Board of Assessment Review shall conduct a public hearing on the appeal and shall issue a written decision thereon within 60 days of the date that the appeal was filed with the Town Clerk. Failure to issue a decision on an appeal within 60 days of the date the application was filed shall be deemed to

be a denial thereof. The appeal shall be processed in accordance with all applicable laws or ordinances, and such rules of procedure as may be established by or for the Board of Assessment Review. Any decision by the Board may be appealed to Superior Court by an aggrieved party pursuant to Rule 80B of the Maine Rules of Civil Procedure.

Sec. 10. Severability. Should any provisions of this Ordinance be declared invalid by the Courts, such decision shall not invalidate any other provision of this Ordinance.

*Approved by Council 5-18-92*  
*Effective 6-17-92*

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-4500  
Fax: (207) 862-5067

To: Jim Chandler, Town Manager  
From: Kelly Karter, Assessor  
RE: Service Charge Calculation  
Subject: The Housing Foundation, Roe Village

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In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for the fiscal year 2018/2019 on January 22, 2019.

When you have completed your financial information for the year ending June 30, 2018, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner:           The Housing Foundation  
                                  113 Western Avenue

Legal Description:       Map 31 Lot 008

2018/2019 Municipal Budget     \$ 9,305,157 (original budget less general assistance)

Divided by Total Valuation       \$675,871,553

Mil Rate applied                 .01376 (Municipal only rate)

Times the Just Value             \$1,908,800

Service Charge Calculation       \$26,265.08

**After Adjustment w/financials     \$ 7,113.00**



Hampden  
Name: HOUSING FOUNDATION THE  
(ROE VILLAGE - HAMPDEN)

# Valuation Report

01/02/2019

Page 1

31-0-008

Account: 2413 Card: 1 of 1

Map/Lot:

Location:

113 WESTERN AVE

Neighborhood 21 Residential B

Zoning/Use Residential B  
Topography /Level  
Utilities /All Public  
Street Paved

Reference 1

Reference 2

Tran/Land/Bldg 1 1 67

X Coordinate 0 Y Coordinate 0

Exemption(s) 66 0 0 Land Schedule 4

## Land Description

Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value
2.50	Acres-Improved Site	54,945.00	137,363	100%		137,363
1.50	Acres-Rear Land 1	3,300.00	4,950	100%		4,950
Total Acres 4					Land Total	142,313

## Commercial Description

Occupancy Type	Apartments					
Class & Quality	Frame.....Exc.					
# Dwelling Units	30					
Exterior	Vinyl					
Stories & Height	1 STORY @ 8'				1.908 * 800 *	x
Heating/Cooling	Hot Water/Radiant				0.01376	=
Built	1991				26 * 265 * 0.01376	*
Remodeled	0					
Base Cost/Sqft		58.77				
Heat-Cool/Sqft	+	6.92				
Total		65.69				
Size Factor	X	0.957				
Adjusted Cost/Sqft		62.87				
Total Square Feet	X	17,980				
Replacement Cost		1,130,403				
Condition	Very Good					
% Good Physical	X	.91				
Functional	X	1.00				
Subtotal		1,028,667				
Economic Factor	X 1.650					
			Total Value			1,697,301

## Outbuildings/Additions/Improvements

Description	Year	Units	Grade	RCN	Cond	Phy	Percent Good	Econ	Value Rcnld
Slab	1991	4495	C 100	11372	V.G.	91%	100%	165%	17,076
Slab	1991	4495	C 100	11372	V.G.	91%	100%	165%	17,076
Slab	1991	4495	C 100	11372	V.G.	91%	100%	165%	17,076
Slab	1991	4495	C 100	11372	V.G.	91%	100%	165%	17,076
Slab	1997	240	C 100	607	Avg.	92%	100%	165%	921
17,980 SF		98.25 = \$/SF (4)							
							Outbuilding Total		69,225
Calc. Land		142,300	Calc. Bldg			1,766,500	Total		1,908,800

Town of Hampden  
----- R e c e i p t -----

WE LOVE OUR TOWN!

\*\*\* REPRINT \*\*\*

09/18/18 1:46 PM ID:BAG #4406-1

TYPE----- REF--- AMOUNT

\*\*Roe Village

ADMIN-MISC

7,113.00

Total 7,113.00\*

Paid By: Roe Village

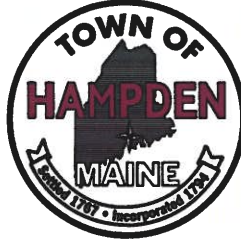
\*\*\* REPRINT \*\*\*

2019 DOG LICENSES AVAILABLE

Check : 7,113.00

606073 - 7,113.00

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-4500  
Fax: (207) 862-5067

To: Jim Chandler, Town Manager  
From: Kelly Karter, Assessor  
RE: Service Charge Calculation  
Subject: Penquis Mental Health Association

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for the fiscal year 2018/2019 on January 22, 2019.

When you have completed your financial information for the year ending June 30, 2018, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: Penquis Mental Health  
Property Location: 1012 Carmel Road North

Legal Description: Map 1 Lot 31-A

2018/2019 Municipal Budget      \$ 9,305,157 (original budget less general assistance)

Divided by Total Valuation      \$675,871,553

Mil Rate applied      .01376 (Municipal only rate)

Times the Just Value      \$168,900

Service Charge Calculation      \$2,324.06

Hampden  
Name: PENQUIS MENTAL HEALTH ASSOC

# Valuation Report

01/02/2019

Page 1

01-0-031-A

Account: 67 Card: 1 of 1

Map/Lot:

Location:

1012 CARMEL RD NO

Neighborhood 63 Business Rural

Zoning/Use Business Rural Rural  
Topography /Level  
Utilities Drilled Well/Septic System  
Street Paved

**Sale Data**  
Sale Date 8/7/2009  
Sale Price 160,000  
Sale Type Land & Bldg  
Financing Unknown  
Verified Public Record  
Validity Arms Length Sale

Reference 1

Reference 2

Tran/Land/Bldg 1 2 1

X Coordinate 0 Y Coordinate 0

Exemption(s) 47 0 0 Land Schedule 1

## Land Description

Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value
2.00	Acres-ImprovSite(Frac)	43,350.00	43,350	100%		43,350
Total Acres 2				Land Total		43,350

## Dwelling Description

## Replacement Cost New

Ranch	One Story	1,360 Sqft	Grade B 100	Base	75,066
Exterior	Wood Siding	Masonry Trim	None	Trim	0
Dwelling Units	1 OTHER Units-0	Roof Cover	Asphalt Shingles	Roof	0
					0
Foundation	Concrete	Basement	Dry Full Bmt	Basement	0
Fin. Basement Area	168 Sqft, Grade D	Basement Gar	None	Fin Bsmt	1,394
Heating	100% Hot Water BB	Cooling	0% None	Heat	0
Rooms	6				
Bedrooms	3	Add Fixtures	0		
Baths	2	Half Baths	0	Plumbing	2,631
Attic	None			Attic	0
FirePlaces	1			Fireplace	3,508
Insulation	Full			Insulation	0
Unfin. Living Area	NONE			Unfinished	0

## Dwelling Condition

Built	Renovated	Kitchens	Baths	Condition	Layout	Total
1973	0	Typical	Typical	Below Average	Typical	82,599
Functional Obsolescence		Economic Obsolescence		Phys. %	Func. %	Econ. %
None		None		78%	100%	170%
						Value(Rcnld)
						109,526

## Outbuildings/Additions/Improvements

Description	Year	Units	Grade	RCN	Cond	Phy	Func	Econ	Value Rcnld
Frame Garage	1973	624	C 100	8318	Avq-	78%	100%	170%	11,030
Wood Deck	1973	144	D 100	678	Fair	72%	100%	170%	830
Encl Frame Porch	1973	272	D 100	2622	Fair	72%	100%	170%	3,210
Pole Barn/Shed	1973	200	D 100	754	Fair	72%	100%	170%	923
1,360 SFLA		80.53 = \$/SFLA (4)							
									Outbuilding Total
									15,993

Calc. Land	43,400	Calc. Bldg	125,500	Total	168,900
------------	--------	------------	---------	-------	---------

168,900.00  
0.01376  
2,324.00000

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-4500  
Fax: (207) 862-5067

To: Jim Chandler, Town Manager  
From: Kelly Karter, Assessor  
RE: Service Charge Calculation  
Subject: OHI 35 George Street

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for the fiscal year 2018/2019 on January 22, 2019.

When you have completed your financial information for the year ending June 30, 2018, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner:           OHI  
                                      35 George Street

Legal Description:       Map 20 Lot 70-C

2018/2019 Municipal Budget	\$ 9,305,157 (original budget less general assistance)
----------------------------	--

Divided by Total Valuation	<u>\$675,871,553</u>
----------------------------	----------------------

Mil Rate applied	.01376 (Municipal only rate)
Times the Just Value	\$184,000

Service Charge Calculation	\$2,531.84
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Hampden  
Name: OHI

# Valuation Report

01/02/2019  
Page 1  
23-0-070-C  
35 GEORGE ST

Account: 1975 Card: 1 of 1

Map/Lot:  
Location:

Neighborhood 10 Westbrook Terr.

Zoning/Use Residential A  
Topography /Rolling  
Utilities All Public/  
Street Paved

**Sale Data**  
Sale Date 6/24/2004  
Sale Price 179,000  
Sale Type Land & Bldg  
Financing Unknown  
Verified Public Record  
Validity Arms Length Sale

Reference 1

Reference 2

Tran/Land/Bldg 1 1 1

X Coordinate 0 Y Coordinate 0

Exemption(s) 66 0 0 Land Schedule 3

## Land Description

Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value
0.20	Acres-ImprovSite(Frac)	65,410.00	29,252	100%		29,252
Total Acres .2				Land Total		29,252

## Dwelling Description

## Replacement Cost New

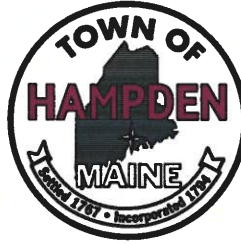
Garrison	Two Story	936 Sqft	Grade B 105	Base	92,248
Exterior	Vinyl or Alum.	Masonry Trim	None	Trim	0
Dwelling Units	1 OTHER Units-0	Roof Cover	Asphalt Shingles	Roof	0
					0
Foundation	Concrete	Basement	Dry Full Bmt	Basement	0
Fin. Basement Area	468 Sqft, Grade C	Basement Gar	None	Fin Bsmt	4,736
Heating	100% Hot Water BB	Cooling	0% None	Heat	0
Rooms	8				
Bedrooms	4	Add Fixtures	0		
Baths	2	Half Baths	1	Plumbing	4,604
Attic	None			Attic	0
FirePlaces	0			Fireplace	0
Insulation	Full			Insulation	0
Unfin. Living Area	NONE			Unfinished	0

## Dwelling Condition

Built	Renovated	Kitchens	Baths	Condition	Layout	Total			
1986	0	Typical	Typical	Above Average	Typical	101,588			
Functional Obsolescence		Economic Obsolescence		Phys. %	Func. %	Econ. %			
None		None		89%	100%	155%			
						140,141			
						Value Rcld			
Description	Year	Units	Grade	RCN	Cond	Phy	Func	Econ	Value Rcld
Frame Garage	1986	576	B 100	9547	Avq.	87%	100%	155%	12,874
Wood Deck	1988	180	B 100	1263	Avq.	88%	100%	155%	1,722
1,872 SFLA		74.86 = \$/SFLA (4)							
							Outbuilding Total		14,596
Calc. Land		29,300	Calc. Bldg			154,700	Total		184,000

184,000 \*  
0.01376  
2,531,840.00 \*

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-4500  
Fax: (207) 862-5067

To: Jim Chandler, Town Manager  
From: Kelly Karter, Assessor  
RE: Service Charge Calculation  
Subject: OHI

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for the fiscal year 2018/2019 on January 22, 2019.

When you have completed your financial information for the year ending June 30, 2018, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: OHI  
143 Patterson Road

Legal Description: Map 5 Lot 39

2018/2019 Municipal Budget \$ 9,305,157 (original budget less general assistance)

Divided by Total Valuation \$675,871,553

Mil Rate applied .01376 (Municipal only rate)  
Times the Just Value \$140,900

Service Charge Calculation \$1,938.78

Hampden  
Name: OHI

# Valuation Report

01/02/2019

Page 1

05-0-039

Account: 569 Card: 1 of 1

Map/Lot:

Location:

143 PATTERSON RD

Neighborhood 49 Central Rural

Zoning/Use Rural  
Topography /Rolling  
Utilities Drilled Well/Septic System  
Street Paved

Sale Data	
Sale Date	12/29/2003
Sale Price	128,000
Sale Type	Land & Bldg
Financing	Unknown
Verified	Public Record
Validity	Arms Length Sale

Reference 1

Reference 2

Tran/Land/Bldg 1 2 29

X Coordinate 0 Y Coordinate 0

Exemption(s) 66 0 0 Land Schedule 1

## Land Description

Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value
2.00	Acres-ImprovSite(Frac)	39,525.00	39,525	100%		39,525
1.57	Acres-Rear Land 1	3,720.00	5,840	100%		5,840
Total Acres 3.57			Land Total			45,365

## Dwelling Description

Dwelling Description				Replacement Cost New	
Modern Log Home	One Story	1,056 Sqft	Grade B 100	Base	63,806
Exterior	Wood Siding	Masonry Trim	None	Trim	0
Dwelling Units	1 OTHER Units-0	Roof Cover	Asphalt Shingles	Roof	0
					0
Foundation	Concrete	Basement	Dry Full Bmt	Basement	0
Fin. Basement Area	None	Basement Gar	None	Fin Bsmt	0
Heating	100% Electric	Cooling	0% None	Heat	-1,482
Rooms	5	HEARTH/CHIMNE	1	HEARTH/CHIM	1,501
Bedrooms	2	Add Fixtures	0		
Baths	1	Half Baths	0	Plumbing	0
Attic	None			Attic	0
FirePlaces	0			Fireplace	0
Insulation	Full			Insulation	0
Unfin. Living Area	NONE			Unfinished	0

## Dwelling Condition

Built	Renovated	Kitchens	Baths	Condition	Layout	Total
1985	0	Typical	Typical	Average	Typical	63,825
Functional Obsolescence		Economic Obsolescence		Phys. %	Func. %	Value(Rcnld)
None		None		87%	100%	83,292

## Outbuildings/Additions/Improvements

Description	Year	Units	Grade	RCN	Cond	Phy	Func	Econ	Value Rcnld
Open Frame Porch	1985	56	B 100	818	Avq.	87%	100%	150%	1,068
Encl Frame Porch	1985	120	B 100	1720	Avq.	87%	100%	150%	2,244
Frame Garage	1985	360	B 100	6844	Avq.	87%	100%	150%	8,931
1,056 SFLA		78.88 = \$/SFLA (4)							
Outbuilding Total									12,243

Calc. Land

45,400 Calc. Bldg

95,500 Total

140,900

x = \*

140,900  
0.01376

1,939,784.000



**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



Phone: (207) 862-4500  
Fax: (207) 862-5067

To: Jim Chandler, Town Manager  
From: Kelly Karter, Assessor  
RE: Service Charge Calculation  
Subject: New Communities Inc.

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for the fiscal year 2018/2019 on January 22, 2019.

When you have completed your financial information for the year ending June 30, 2018, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner:           New Communities Inc.  
                                  1282 Kennebec Road

Legal Description:       Map 1 Lot 23-A

2018/2019 Municipal Budget     \$ 9,305,157 (original budget less general assistance)

Divided by Total Valuation       \$675,871,553

Mil Rate applied                   .01376 (Municipal only rate)  
Times the Just Value             \$456,000

Service Charge Calculation       \$6,286.94

Hampden  
Name: NEW COMMUNITIES INC

# Valuation Report

01/02/2019

Page 1

Account: 275 Card: 1 of 1

Map/Lot:

01-0-023-A

Location:

1282 KENNEBEC RD

Neighborhood 48 South Rural

Sale Data	
Sale Date	7/3/2017
Sale Price	
Sale Type	Land & Bldg
Financing	Unknown
Verified	Public Record
Validity	Related Parties

Reference 1

Reference 2

Tran/Land/Bldg 1 2 29

X Coordinate 0 Y Coordinate 0

Exemption(s) 66 0 0 Land Schedule 1

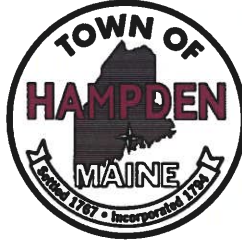
Land Description						
Units	Method - Description	Price/Unit	Total	Fctr	Influence	Value
2.00	Acres-ImprovSite(Frac)	43,350.00	43,350	100%		43,350
2.00	Acres-Rear Land 1	4,080.00	8,160	100%		8,160
3.29	Acres-Rear Land 2	1,700.00	5,593	100%		5,593
Total Acres	7.29				Land Total	57,103

Dwelling Description				Replacement Cost New	
Ranch	One Story	5,666 Sqft	Grade A 100	Base	288,390
Exterior	Vinyl or Alum.	Masonry Trim	None	Trim	0
Dwelling Units	1 OTHER Units-0	Roof Cover	Asphalt Shingles	Roof	0
					0
Foundation	Concrete Slab	Basement	None	Basement	-60,052
Fin. Basement Area	None	Basement Gar	None	Fin Bsmt	0
Heating	100% Hot Water BB	Cooling	0% None	Heat	0
Rooms	20				
Bedrooms	8	Add Fixtures	1		
Baths	4	Half Baths	1	Plumbing	12,938
Attic	None			Attic	0
FirePlaces	0			Fireplace	0
Insulation	Heavy			Insulation	7,330
Unfin. Living Area	NONE			Unfinished	0

Dwelling Condition				Unfinished				0
Built	Renovated	Kitchens	Baths	Condition	Layout			Total
1995	0	Modern	Modern	Good	Typical			248,606
Functional Obsolescence		Economic Obsolescence		Phys. %	Func. %	Econ. %	Value(Rcnld)	
None		None		93%	100%	170%	393,046	
Outbuildings/Additions/Improvements								Value Rcnld
Description	Year	Units	Grade	RCN	Cond	Phy	Percent Good	Econ
Frame Shed	1995	120	C 100	1070	Avq-	87%	100%	170%
Open Frame Porch	1995	288	B 100	3334	Avq.	91%	100%	170%
5,666 SFLA	69.37 = \$/SFLA (4)				Outbuilding Total			6,741
Calc. Land		57,100	Calc. Bldg		399,800	Total		456,900

0.00000000  
456.900 \* x  
0.01376 =  
6.286.94400 \*

**Town of Hampden**  
106 Western Avenue  
Hampden, Maine 04444



**Phone: (207) 862-4500**  
**Fax: (207) 862-5067**

To: Jim Chandler, Town Manager  
From: Kelly Karter, Assessor  
RE: Service Charge Calculation  
Subject: Community Housing of Maine Inc.

---

In accordance with the Service Charge Ordinance approved by the Hampden Town Council on May 18, 1992, the council approved the following Service Charge fee for the fiscal year 2018/2019 on January 22, 2019.

When you have completed your financial information for the year ending June 30, 2018, please submit your gross income if you feel the fee exceeds 2% of your gross income. This information should be submitted to the Town Manager for review by the Hampden Town Council.

Property Owner: Community Housing of Maine Inc.  
Property Location: 177 Canaan Road, Hampden, Me 04444

Legal Description: Map 5 Lot 27-A  
Book 10137 Page 137

2018/2019 Municipal Budget      \$9,305,157 (original budget less general assistance)

Divided by Total Valuation      \$675,871,553

Mil Rate applied      .01376 (Municipal only rate)  
Times the Just Value      \$182,700

Service Charge Calculation      \$2,513.95

# Valuation Report

Account: 3338 Card: 1 of 1

Map/Lot:  
Location:

Neighborhood 49 Central Rural

Zoning/Use Rural  
Topography /Rolling  
Utilities Drilled Well/Septic System  
Street Paved

**Sale Data**  
Sale Date 10/12/2005  
Sale Price 185,000  
Sale Type Land & Bldg  
Financing Unknown  
Verified Public Record  
Validity Arms Length Sale

Reference 1

Reference 2

Tran/Land/Bldg 1 2 2

X Coordinate 0 Y Coordinate 0

Exemption(s) 66 0 0 Land Schedule 1

Land Description		Price/Unit	Total	Fctr	Influence	Value
Units	Method - Description					
2.00	Acres-ImprovSite(Frac)	39,525.00	39,525	90%	Topography	35,573
0.80	Acres-Rear Land 1	3,720.00	2,976	90%	Topography	2,678
Total Acres	2.8				Land Total	38,251

Dwelling Description				Replacement Cost New	
Ranch	One Story	2,016 Sqft	Grade B 120	Base	119,237
Exterior	Vinyl or Alum.	Masonry Trim	None	Trim	0
Dwelling Units	2 OTHER Units-0	Roof Cover	Asphalt Shingles	Roof	0
					0
Foundation	Concrete Slab	Basement	None	Basement	-23,891
Fin. Basement Area	None	Basement Gar	None	Fin Bsmt	0
Heating	100% Radiant Floor	Cooling	0% None	Heat	679
Rooms	8				
Bedrooms	4	Add Fixtures	0		
Baths	2	Half Baths	0	Plumbing	4,209
Attic	None			Attic	0
FirePlaces	0			Fireplace	0
Insulation	Full			Insulation	0
Unfin. Living Area	NONE			Unfinished	0

None				Dwelling Condition				Unfinished			0
Built	Renovated	Kitchens	Baths	Condition		Layout			Total		
2000	0	Typical	Typical	Good		Typical			100,234		
Functional Obsolescence		Economic Obsolescence		Phys. %		Func. %	Econ. %		Value(Rcnld)		
None		None		94%		100%	150%		141,330		
Outbuildings/Additions/Improvements						Percent Good			Value		
Description	Year	Units	Grade	RCN	Cond	Phy	Func	Econ	Rcnld		
Frame Shed	2004	240	C 100	2139	Avg.	95%	100%	150%	3,048		
2,016 SFLA		70.10 = \$/SFLA (4)				Outbuilding Total			3,048		
Calc. Land			38,300	Calc. Bldg		144,400	Total		182,700		

0.0000000  
182,700.00  
0.01376  
2,513.952000

**Memorandum**

TO: Finance & Admin Committee, Town Council  
CC: Jim Chandler, Town Manager  
FROM: Paula Scott, Town Clerk  
DATE: January 7, 2019  
RE: Ratification vote

---

At the February 5, 2018 Finance & Administration meeting, the Finance Committee members, along with all other Councilors in attendance, entered Executive Session to consider a poverty abatement request. Although the Town Council came out of Executive Session and afterwards informed the Tax Collector that the abatement request was granted, (and which was subsequently processed on February 6<sup>th</sup>, 2018), there was no public vote made after the Committee exited the Executive Session. This error was revealed during the Town's audit and as such, the affirmative action needs to be ratified by this Committee and Council.

**TOWN OF HAMPDEN**

The Town of Hampden Hereby Ordains  
Proposed [DISBURSEMENT WARRANT ORDINANCE] Ordinance

Deletions are ~~Strikethrough~~ Additions Double Underlined

**TABLE OF CONTENTS**

Section 1.	Purpose	Pg. 1
Section 2.	Authority	Pg. 1
Section 3.	Procedure for Approval	Pg. 2
Section 4.	Designation	Pg. 2

Adopted:        /    /2019

Effective:     /    /2019

CERTIFIED BY:

Paula A. Scott

Town Clerk

AFFIX SEAL

Section 1.     Purpose

The purpose of this ordinance is to provide an alternative to the statutory procedure for approval of warrants authorizing the treasurer to disburse money.

Section 2.     Authority

This ordinance is enacted pursuant to 30-A MRSA § 3001 and 5603(2)(A).

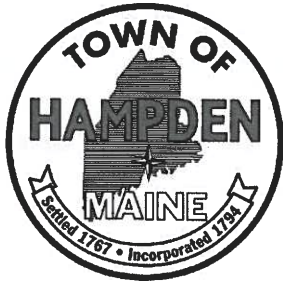
Section 3. Procedure for Approval

The treasurer may disburse money only on the authority of a warrant drawn for the purposes set out either:

- a. Affirmatively voted and signed by a majority of the municipal officers at a duly called public meeting.
- b. Seen and signed by a majority of the municipal officers acting individually and separately.
- c. Signed as otherwise provided by law for the disbursement of employees' wages and benefits and payment of municipal education.
- d. Signed as otherwise provided by law for the disbursement of licensing or registration fees to state agencies
- e. Signed as provided by law under home rule authority for the disbursement of debt service payments due from the municipality and payments to all other approved vendors.

Section 4. Designation

The Hampden Town Council grants the approval of disbursement warrants to be through the designated municipal officers acting in the capacity of the Finance & Administration Committee and which number of signatories shall be that which constitutes a majority of the Town Council.



Town of Hampden  
Land & Building Services

Memorandum

To: Jim Chandler, Town Manager  
 From: Karen M. Cullen, AICP, Town Planner *KME*  
 Date: January 17, 2019  
 RE: Request for Application Fee Waiver – The Cushing Family Corporation

In August of 2017, the Planning Board approved the final subdivision plan for the Cushing Family Corporation, for Phase 3 of the Colonial Heights development (Freedom Avenue). The Board signed the mylar that night. The mylar was not recorded until January of 2018, more than 90 days after the approval. Section 322.1.11 of the Subdivision Ordinance requires that the plan must be recorded at the Registry of Deeds within 90 days of the approval, and provides for up to two extensions of 90 days each. No request was made for an extension. This error was discovered during title search work for a recent sale of lots on Freedom Ave. As you know, the Town Council accepted Freedom Avenue in December of 2018.

In order to correct this error, our town attorney had advised us that the applicant would need to submit a new subdivision plan, and based on our ordinance could submit just the final plan. The Planning Board approved the final subdivision plan at their meeting on January 9, 2019, signed the mylars, and gave Andre Cushing the plan for recording at the registry of deeds. The plan was recorded on January 10<sup>th</sup>, the plan reference is 2019-2.

The applicant has requested a waiver to the application fee of \$1,050, which has been deposited as normal practice. Per Section 610 of the Subdivision Ordinance, the Planning Board may waive or reduce a fee only if the Town Council approves such waiver or reduction. The Planning Board discussed this request on January 9<sup>th</sup> and decided to recommend to Town Council that rather than a full waiver of the fee, it is acceptable to reduce it to at minimum cover all the administrative costs for processing this final subdivision plan application (staff time and attorney cost). Staff estimates this to be \$400.

Andre Cushing has submitted the following:

“We are submitting this request to waive the fee for the application for a final subdivision approval to the town of Hampden. We were required to pursue this process as the plot plan was not filed with the registry of deeds within the required 90 days of it being signed as approved by the planning board. A delay in securing the letter of credit to



secure the completion of subdivision from our lender held up the release of the signed plan. This resulted in a delay until late November, the plan was picked up by our engineer taken to the registry and filed but, there was no mechanism to identify at the filing that it was in excess of the 90-day window required. It was discovered by an attorney for the buyers of some lots in the new phase when we were getting ready to close in December of 2018 and brought to our attention.

The town attorney recommended it be submitted as a major subdivision for reapproval which required a higher fee. Under Hampden's ordinance fee structure a major subdivision fee is higher predicated I believe on there not being a fee paid for preliminary subdivision review, we had paid the fee related for a preliminary plan approval and for final approval in August of 2017. We feel that while the process was assisted by town staff the additional fee is somewhat burdensome due to the minor amount of staff time required to process the re application.

We respectfully request the council to wave this additional filing fee as we have completed the subdivision work, the Town council has accepted the road and the town also accepted the conservation easement, all of which was covered by prior application fees and or funds we placed in escrow with the town for these purposes."

On behalf of the Planning Board, I respectfully request that the Town Council consider granting a reduction in the amount of the application fee for the final subdivision plan for Colonial Heights Phase 3 from \$1,050 to \$400, an amount sufficient to cover the administrative costs of processing this application, based upon the unique circumstances of this application. This reduction should in no way be considered as setting a precedent for any future applications to the Planning Board.